

City of Lowell
Job Description
Please Post: October 15, 2015
Deadline: October 29, 2015
Fire Department
M.I.S. Coordinator – Part-Time

Job Title: M.I.S. Coordinator – Part-Time (2500-TP, 2207)
Department: Fire Department
Reports To: M.I.S. Coordinator
FLSA Status: Part-time, not to exceed 18 hours per week – flexible – some nights/weekends may be required.
Salary: \$23.00 per hour

SUMMARY

Oversee all Fire Department computer operations, and other Fire Department functions as directed by the Fire Chief or his Designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage and supervise assigned operations to achieve goals within available Resources. Train Fire Department Personnel on procedural changes as needed.
- Communicate official Fire Department information, technology plans, policies and procedures to immediate supervisor.
- Issue oral and written instructions to Fire Department personnel in reference to new procedures.
- Consult with management to determine information requirements of departments to determine boundaries and priorities of data processing and office automation projects, and to discuss system needs.
- Confer with City Hall Information Technology staff involved with proposed projects to insure cooperation and further define nature of project.
- Coordinate with management staff, support staff, technical personnel, or vendors to solve problems, as required.
- Revise computer operating schedule to introduce new program testing and operating runs.
- Review reports of computer and peripheral equipment production, malfunction, and maintenance to ascertain costs and plan operating changes.
- Direct the implementation and maintenance of Department-wide systems.
- Assist in other Fire Department functions as directed by the Fire Chief.
- Assist in training Fire Department personnel in the use of computer hardware and software.
- Represent the Fire Department at various conferences and meetings.
- Performs general care and maintenance of facility.
- Experience in preparing and analyzing complex reports. Maintaining efficient and effective automated systems. Installing and troubleshooting PC systems. Effectively supervise others. Establishing and maintaining effective working relationships with

employees and Fire Department personnel. Communicate verbally and in writing in a format that is understandable to target audience.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND OR EXPERIENCE

- A working knowledge of the following: Windows 7, 8, Windows Server 2003, 2008, 2012. SQL Administration, Computer aided Dispatch.
- A basic knowledge of the following: Domain Networks, Multi-Domain Networks, Network Cabling.
- Knowledge of information technology; knowledge of data and voice communication systems; knowledge of modern electronic data processing theory, principles, and practices; knowledge of management information systems; knowledge of local area networks (LAN); knowledge of personal computers, automated telephone response systems and HTE applications; working knowledge of client/server network protocols, Internet/Intranet applications; printers, fax machines, video cards, SCSI cards, and network cards.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or

hear; and taste or smell. The employee is occasionally required to sit and climb or balance. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job includes close vision, distance, and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; risk of radiation; and vibration. The noise level in the work environment is usually moderate.

Qualified individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ October 29, 2015. Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer